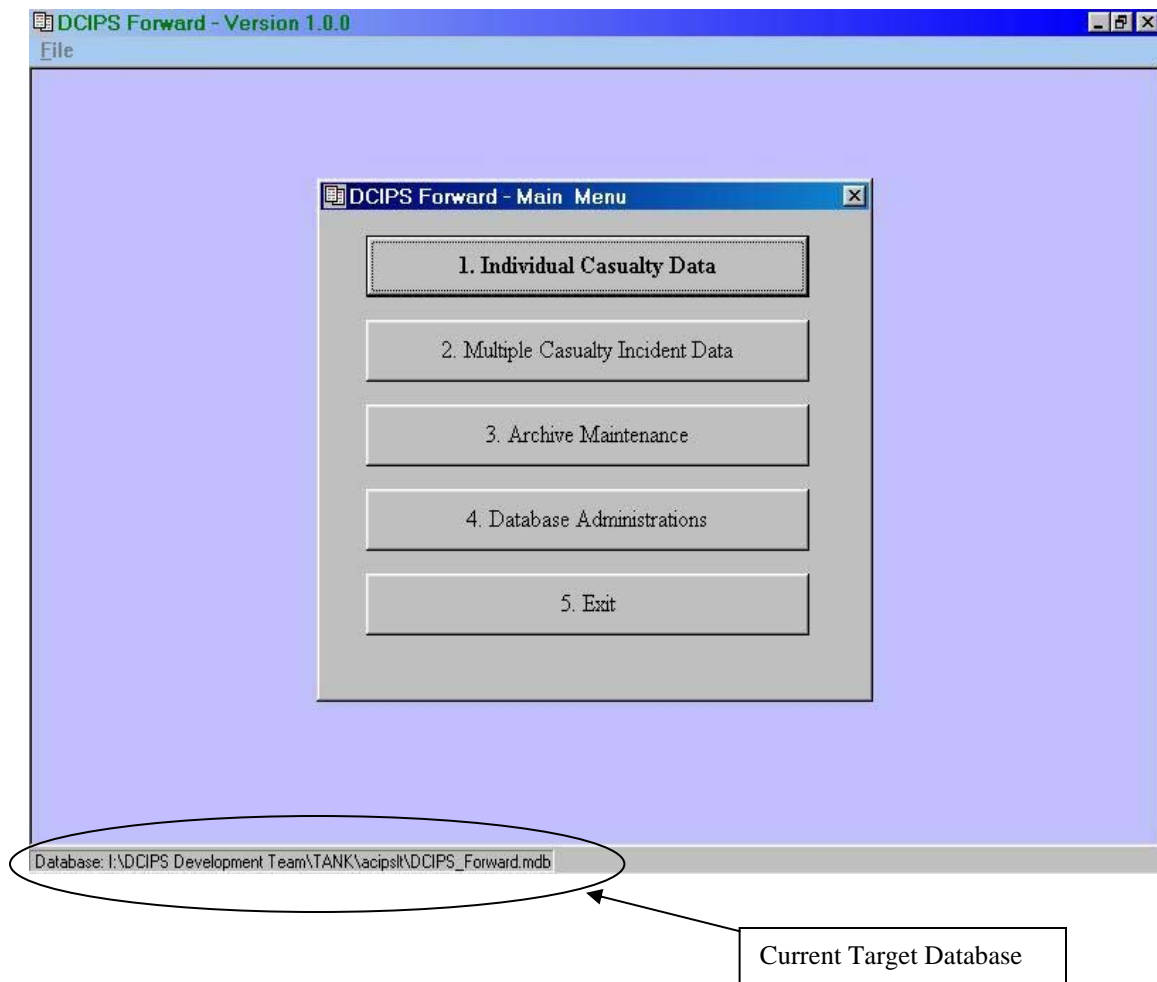


DCIPS Forward

User Manual

Main Menu:



1. Individual Casualty Data:
 - This option allows you to create or manipulate a casualty record.
2. Multiple Casualty Incident Data:
 - This option allows you to create or edit a multiple casualty incident record.
 - The multiple casualty incident record will be used as a template for creating separate individual casualty records.
3. Archive Maintenance.
 - Archive closed cases. This will remove the closed casualty records that have been selected from displaying on the active main listing display.
 - Un-Archive cases. This will restore previously archived cases to the active main listing display.
4. Database Administration:
 - Allow the user to select the target database.
 - Allow maintenance of codes and values.
5. Exit.
 - Close and exit the program.

Main Listing:

Send Message:

- “Email (Outlook)” - option for users that have MS Outlook as the default email client. The casualty report will be inserted into the email body automatically.
- “Email Content” - option for users that want to manually copy and paste the casualty message to the body of an email client.

Create Report:

- Create a descriptive report for a selected record.

Main Listing:

- Listing of all the current individual records in the database.
- Select a specific record by clicking on the listing.
- The selected record will be highlighted.

Selection	Report #	Report Type	Last Sent	SSN	Last Name
[]	423432	INIT		242342343	CARSON
[]	65364465	SUPP		231123123	CASH
[]	23449	INIT		123218432	DOE
[]	42343243	INIT		432454652	GLAVIN

4 rows retrieved

☐ Last Sent ☒ Last Name

Replicate Delete New Edit

Casualty Report

Email (Outlook) Detailed Report

Email Content

Record Transfer

Export Import

Search

SSN: Last Name:

Reset Search

Database: C:\Program Files\DCIPS Forward\DCIPS_Forward.mdb

Selection box:

Select record(s) for one or more record to be emailed or exported

Record Sorting:

- Displayed records can be sorted by any of the three options by selecting its radio button.

Record Search:

- Searching for a particular record by SSN or last name.
- The search result will be displayed on the main listing above.
- Click “Reset” to show all records.

Export/Import:

- Allow the user to transfer a particular record from one database to another.
- Export option allows users to create a record (.rsf) file for a selected record.
- The .rsf file can be sent to any other DCIPS Forward users.
- Import option allows users to import the .rsf file into the target database.

Main Listing (Cont.):

1. Edit a selected record.
 - Select a record from the main listing and then click “Edit”.
 - The “Casualty Report” screen will be displayed with all the current data for the selected record. The casualty record can then be modified and saved.
2. Create a new record.
 - To create a new individual casualty record.
 - A blank “Casualty Report” screen will be displayed to allow for user data entry.
 - Report number and report type are the minimum requirement in order to create a new record in the database.
3. Delete an existing record.
 - Select a record on the main listing and then click on the “Delete” button.
 - User will be prompted for confirmation before the record is deleted from the database.
 - Note: Deleted records cannot be recovered!
4. Replication of an existing record.
 - User can replicate an existing record. This option is used when an existing record needed to be used as a template to create a new casualty report. An example for this functionality is when an Initial Report is used to create a Supplemental Report.
 - The replicated record will retain all the information from the source record except for its report type and report number.
5. Selection box on the Main Listing grid, selected row will be shown as “[X]” and not selected row will be shown as “[]”. The selection rows will be used for generating ‘Casualty Report’ for emailing or exporting. Multiple ‘Casualty Report’ could be generated and emailed in a single email transaction. Also, multiple casualty record could be exported into a single import file.

Casualty Report:

DCIPS Forward - Version 1.0.0 - [Casualty Report]

File Misc Help

General Personal CAO/Sponsor Incident Incident (cont)

01. Report Type: ☒ Initial Report ☐ Supplemental Report ☐ Progress Report ☐ Status Change

1A. Closed Date:

02. Casualty Type:

03. Casualty Status:

04. Report Number:

05. Previous Casualty Status:

06. Init Report Number:

6A. Mass Casualty Code:

07. Category:

Nok Listing Close Save

Database: I:\DCIPS Development Team\TANK\acips\DCIPS_Forward.mdb

1. “Report Type:” and “Report Number:” are the minimum required fields for saving a record in the database.
2. “Report Number:” has to be a unique value.
3. Field-level help can be activated by moving the cursor to a particular field and then pressing ‘F1’ key. Also, clicking on the Help/Index menu option at the top of the form will open the help.
4. Help content provides a brief description of the selected field and the data format and codes list where applicable.
5. The ‘NOK Listing’ button allows the user to enter NOK information for the individual selected on the current Casualty Report form.

Casualty Report (cont.):

DCIPS Forward - Version 1.0.0 - [Casualty Report]

File Misc Help

General **Personal** CAO/Sponsor Incident Incident (cont)

08. SSN:	09. Last Name:	First Name:	Middle Name:	Suffix:
465-46-6666	DEPP	JOHNNY		
11. DOB:	Birth City:	Birth State:	Birth Country:	
__/__/__				
10. Race:	12. Rank:			
M - Asian or Pacific Islander				
13. Service:	13A. Component:			
E - Public Health Service	C - Civilian			
14. Unit/ UIC/PAS: fdsadf				
15. Officer DMOS:	15. Warrant DMOS:	15. Enlisted DMOS:		
21. Retired Date:	22. TDRL/PDRL (%):	23. TDRL/PDRL Date:		
__/__/__		__/__/__		
24. Died in Medical Facility:		62. Continuously Hospitalized:		
25. Home of Record City:	HOR State:	HOR Country:		
26. Civilian Pay:				
27. Employer:				
30. DD93/RED - Completion Dt:		Review Date:		
__/__/__		__/__/__		

No Listing Close Save

Database: I:\DCIPS Development Team\TANK\acips\DCIPS_Forward.mdb

Casualty Report (cont.):

DCIPS Forward - Version 1.0.0 - [Casualty Report]

File Misc Help

General Personal **CAO/Sponsor** Incident Incident (cont)

Sponsor's Info

17. Sponsor's Last Name: First Name: Middle Name: Suffix:

16. Rank: 18. Relationship to Sponsor:

19. SSN: 20. Unit:

45. Assistance Officer: ☒ Yes ☐ No

Assistance Officer

Rank: BG - Brigadier General

Last Name: First Name: Middle Name: Suffix:

Mailing Address:

City: Springfield State: CO - Colorado Country:

Zip: 12345

Unit:

Home Phone: Cell Phone #: Duty Phone#:

Email: doe.john@....

Nok Listing Close Save

Database: D:\DCIPS Forward\DCIPS_Forward.mdb

Casualty Report (cont.):

DCIPS Forward - Version 1.0.0 - [Casualty Report]

File Misc Help

General Personal CAO/Sponsor **Incident** Incident (cont)

31. Vehicular Involvement: A - Aircraft
32. Vehicle Type/Supp: P - Airplane
33. Vehicle's Owner: C - Commercial
34. Position in Vehicle: H - Passenger
35. Duty Status: LEA - On Leave
35A. From: 1999/01/12 35A. To: 1999/03/12
36. Incident Date/Time: 1999/02/24 12:33
37. Incident City: San Francisco
State: CA - California Country:
38. Activity: Traveling overseas
39. Circumstances: Killed transit at the airport
40. Inflicting Force: U - Unknown
44. Prognosis:
46. PEBD: BASD/ADBD: 47. Religion:
48. Received Religious Ministrations: ☐ Yes ☒ No ☐ Unknown

Nok Listing Close Save

Database: I:\DCIPS Development Team\TANK\acips\DCIPS_Forward.mdb

Casualty Report (cont.):

DCIPS Forward - Version 1.0.0 - [Casualty Report]

File

Misc

Help

General

Personal

CAO/Sponsor

Incident

Incident (cont)

49. Select Award:

Air Assault Badge (CBTSPBAA)

Air Medal w/ Combat Dist. "V" (MILDECAD)

Aircraft Crewman Badge (CBTSPBAC)

American Campaign Medal (CASAWDAC)

>>

Achievement Medal for Civilian Service (CIVAWDAM), AF Reserve Medal (CASAWDAM), Air Assault Badge

50. Training/Duty Related:

51. Date Recommended for Promotion:

52. Rank Recommended:

☒ Yes

☐ No

1999/01/23

BG - Brigadier General

53. Higher Rank Held:

From:

To:

B G - Brigadier General (historical 1947)

___/___/___

___/___/___

54. SGLI Date:

55. Death Gratuity:

1998/02/09

1 - WILL PAY SPOUSE

56. Investigation Required:

☒ Yes

☐ No

57. Date/Time of Death:

58. Hospital Died in:

1999/05/12

12:32

General Hospital

City of Death:

State:

Country:

anytown

AK - Alaska

59. Cause of Death:

Extensive Blood loss due to open wound.

60. Body Recoverd:

☒ Yes

☐ No

61. Remarks:

No Listing

Close

Save

Database: I:\DCIPS Development Team\TANK\acips\DCIPS_Forward.mdb

9

NOK Listing:

DCIPS Forward - Version 1.0.0 - [Nok Listing]

File Help

NOK List

#	Relationship	Last Name	First Name	Middle N
6	brother	Matthews	Jason	
8	wife	Tango	Kevin	
9	adopted son	johnny	Kiki	

New

Delete

3 rows retrieved.

NOK Info

28. Nok's Last Name: Matthews First Name: Jason Middle Name: Suffix:

29. Relationship: 07 - brother 29. Title/Rank: 29. DOB: / /

29. Address: 123 Fake St.

City: Anycity State: AZ - Arizona

Country: ZipCode 39858

Phone #: (233)249-9424x8284

Unit/ UIC/PAS:

Notification Status: ☒ Yes ☐ No

Notifying CAC: KOR - 8th PERSCOM

Notifier's Name: James Taylor Notified Date\Time: 1998/02/12 13:45

Save Close

Database: I:\DCIPS Development Team\TANK\acipsl\DCIPS_Forward.mdb

1. Click on a NOK record in the NOK List will retrieve all the information associated with the selected row.
2. Modifications could be made to any of the fields for a selected record.
3. Users can add a new record to the listing, by clicking the 'New'.
4. To delete a record from the listing, select a record on the listing and then click the 'Delete' button.
5. After entering all the information, clicking 'Save' will store the new record in the database. The new record will be display in the listing above along with all other existing NOK records.
6. Field-level help is provided in the similar manner as in the Casualty Report form.
7. After finish entering NOK information, clicking the 'Close' button will close the NOK listing form and re-display the Casualty Report form.

Multiple Casualty Incident Data:

Select an existing Mass Casualty Code from the drop down listing.

Add or Delete Mass Casualty Code

Multiple Casualty Incident Code:
TEST

New
Delete

Incident Data Incident Data (cont) Individual Listing

01. Report Type: ☒ Initial Report ☐ Supplemental Report ☐ Progress Report ☐ Status Change

6A. Mass Casualty Code: TEST

02. Casualty Type: A - Hostile 03. Casualty Status: MIA - Missing

07. Category: C - Military Service Member

13. Service: A - United States Army 13A. Component: R - Regular

14. Unit/ UIC/PAS:

Vehicle

31. Involvement: G - Ground Vehicle 32. Type/Supp: K - Tank

33. Owner: G - US Government 34. Position: D - Crew Chief

Incident

36. Date/Time: 1999/02/02 16:58 37. City:

State: Country: AA - Aruba

Close Save

Database: I:\DCIPS Development Team\TANK\acips\DCIPS_Forward.mdb

Casualty information data form for a specific multiple casualty event.

Saving data for a selected multiple casualty code

Creating an Individual Report for a Selected Mass Casualty Code:

DCIPS Forward - Version 1.0.0 - [Multiple Casualty Data Form]

File Help

Multiple Casualty Incident Code:

Incident Data Incident Data (cont) **Individual Listing**

Report#	Report Type	SSN	Rank	Last Name	First Name	Middle Name
2342423	INIT	452423423	C2C	DOE	JOHN	M.

1 rows retrieved.

Sort Order: ☐ Report # ☒ Last Name

Database: I:\DCIPS Development Team\TANK\acips\DCIPS_Forward.mdb

Main Listing:

- Listing of all individual records associated with the selected mass casualty code.

New:

- Add a new individual record to a selected mass casualty code.
- Data entry form will be brought out and the mass casualty information will be pre-populated accordingly.

Delete:

- Delete an individual record from the main listing.

Edit:

- Edit a selected individual record from the main listing.

Archive Maintenance:

DCIPS Forward - Version 1.0.0 - [Archive Maintenance]

File Help

Archived Casualty Listing

Selection	Report#	Report Type	Closed Date	SSN	Last Name
[]	23449	INIT	19990123	123218432	DOE

1 rows retrieved

Display Options

☒ Closed Cases ☐ Archived Cases

Archive ☐ All Records

Close

Database: D:\DCIPS Forward\DCIPS_Forward.mdb

1. The Archive feature is designed to offload selected closed cases from the active database. The main purpose for this option is to keep the main listing clear of any casualty records that are no longer active.
2. The view all cases that have been closed but still in active status, select the “Closed Cases” display option. To view all cases that have been previously archived, select the “Archived Cases” display option.
3. To archive a record or multiple records, select the desired record(s) and then press the “Archive” button.
4. Records that have been previously archived can be re-activated by selecting the desired record(s) and then press the “Un-Archived” button.
5. Archived records are excluded from the Main Listing form.
6. Closed cases are those records that have a value in the “Closed Date:” field.
7. The Archived Casualty Listing has 2 display options:
 - i) “Closed Cases” - All closed and non-archived records.
 - ii) “Archive Cases” - All archived records.
8. To select all records, the “All Records” checkbox can be checked to select or de-select all displayed records.
9. The edit an archived record, double click on the desired record.

Database Administration:

DCIPS Forward - Version 1.0.0 - [Administrative Configurations]

File

Current Database

Current Database: I:\DCIPS Development Team\TANK\acips\DCIPS_Forward.mdb Browse

Look Up Codes

Domain: T_CAC

CODE	DESCRIPTION
ALA	Fort Richardson
BEL	Fort Belvoir
BEN	Fort Benjamin Harrison
BLI	Fort Bliss
BNG	Fort Benning
BRA	Fort Bragg
CAM	Fort Campbell
CAR	Fort Carson
COD	Casualty Operations Division
DFV	Fort Devens

Code: ALA

Description: Fort Richardson

New Save Delete

Code Update

Close

Database: I:\DCIPS Development Team\TANK\acips\DCIPS_Forward.mdb

Setting up the Current Database:

1. To change or set the target database, click the “Browse” button. The dialog box will look for a file named “DCIPS_Forward.mdb”.
2. The current database the application is using is displayed on the status bar at the bottom of screen.

Modifying Look Up Codes:

1. Select a code domain using the “Domain:” dropdown box. The display list will be refreshed when a code domain is selected.
2. Users are allowed to delete or edit a selected row in the code listing, as well as adding a new code to the code domain.
3. The “Code Update” button is used to run database scripts that will update the database. These files will have a “.cdu” extension and will be sent out by the application support team.
4. To execute a “.cdu” file, click on the ‘Code Update’ button and then select the particular “.cdu” file that you want to use to update your database.